

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

PARF #46-7-096

CLASSIFICATION TITLE Senior Right of Way Agent	OFFICE/BRANCH Program Delivery/Right of Way	LOCATION Fresno
WORKING TITLE Senior Right of Way Agent/Acquisitions	POSITION NUMBER 311-001-4962-010	EFFECTIVE 5-1-13

GENERAL STATEMENT:

Under the general direction of the California High-Speed Rail Authority's (Authority) Right of Way Central Valley Manager (Supervising Right of Way Agent), the Senior Right of Way Agent provides state-wide project coordination, technical assistance and guidance for all matters concerning one or more functional areas, with an emphasis on Real Property Services Support. The Senior Right of Way Agent will provide oversight to ensure compliance with federal and state laws and regulations are met and maintained; make recommendations and/or take actions as appropriate to facilitate timely and efficient property management activities related to project delivery and/or post-project delivery; and assist in the development of policies and procedures regarding right of way activities.

The overarching principal for Real Property is to obtain and manage property rights in a compliant, fiscally sound and publicly acceptable manner, through purchase, lease, sales or other legal instruments, including condemnation when necessary, that supports the Authority's objectives for development and operation of the project.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

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| 35% (E) | Develops and maintains uniform policies and procedures that carry out the intent of the Right of Way Branch (Branch) in one or more functional areas, with an emphasis on Real Property Services Support; provides technical assistance and guidance to managers, consultants, staff and others regarding Branch activities and tasks; develops and presents training as needed in one or more functional areas of the Branch. |
| 30% (E) | Provides statewide project coordination with an emphasis on one or more functional areas within the Branch; tracks schedules and reporting status to management, with recommendations for meeting project schedules, as appropriate. |
| 20% (E) | Assists in the development of a Real Property Management Plan that outlines functional responsibilities, management approach, key assumptions and major actions and milestones to implement an effective and efficient program that meet the Authority's objectives, while being sensitive to community and private party interests. |
| 15% (E) | Acts as a liaison between the Authority and other state and federal agencies, local jurisdictions, property owners and the public regarding one or more functional areas; acts |

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as the Authority's property representative at public and private meetings and hearings; may perform other duties as requested by the Director of Real Property.

KNOWLEDGE AND ABILITIES:

Knowledge of: Analytical methods and information sources which will be used to perform tasks such as appraisal report formulation and preparation; basic arithmetic; basic algebra; and basic geometry; property values and the effect of economic trends upon value and price and on the cost of construction of the improvements with particular reference to metropolitan areas; principles of public administration, including personnel management, budgeting, and supervision; goals, objectives, policies, organization and procedures of the Authority as related to right of way in transportation facility construction and maintenance; the social and economic impact of public improvements; the Authority's safety, health, Equal Employment Opportunity Program and labor relations program objectives; a supervisor's role in safety, health, Equal Employment Opportunity Program and labor relations and the processes available to meet these program objectives.

Ability to: Speak and write English clearly and effectively; read and understand English including engineering terminology and the quasi-legal terminology found, for example, in statutes relating to the Authority's laws, policies, rules and regulations relating to the appraisal and acquisition of property for public purposes; common methods of describing real property; State and Federal relocation assistance requirements; assemble and analyze data and be able to understand, for example, the factors involved in appraising property and the principles underlying the appraisal process; the effect on property values of deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements, and encroachments; make accurate mathematical computations and calculations; reason quickly, logically, and creatively in unique and stressful situations; establish and maintain cooperative relationships with individuals contacted in the course of their work, an example of which is the ability to conduct successful right of way negotiations with the public and with representatives of other governmental organizations; follow directions; and organize workload; plan, organize, direct and make decisions involving the work of a right of way staff; effectively contribute to the Authority's safety, health, Equal Employment Opportunity Program and labor relations program objectives.

SPECIAL PERSONAL CHARACTERISTICS:

Require an interest in and aptitude for real property negotiations and appraisal work, sales ability and the ability to make effective oral presentations before the public, willingness to work at odd hours and to travel throughout the State.

DESIRABLE QUALIFICATIONS:

Broad base of successful experience in one or more functional areas for which he or she will be responsible, including but not limited to one or more of the following, with emphasis on Acquisition and Condemnation Support:

- Appraisals
- Acquisition
- Relocation Assistance
- Utility Relocation
- Railroad Coordination
- Condemnation Support
- Property Management
- Demolition and Clearance
- Project Certification

SUPERVISION EXERCISED OVER OTHERS:

Incumbent acts as lead on specific tasks or projects, directing or coordinating efforts of other team members. This may include staff, consultants and other state or federal employees.

PUBLIC AND INTERNAL CONTACTS:

The incumbent will have extensive contact with Authority managers and a full range of executive and management levels in government, local agencies, private sector entities, railroads, other stakeholders and those private citizens who may be concerned with fair property acquisition practices. The incumbent must be able to establish and maintain good relations in all such contacts.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Incumbent is responsible for statewide project coordination of one or more functional areas over the 800-mile route for the project, involving thousands of complex industrial, residential, commercial and railroad properties. The right of way required for the project must be acquired in compliance with many laws and regulations while working in an emotional and politically charged environment. Errors in judgment or leadership could result in extensive project delays, escalated project costs, loss of funding, extensive litigation against the state and serious loss of goodwill and credibility with the public. The success of the California High-Speed Rail program depends on an extremely competent and effective Senior Right of Way Agent.

PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:

Incumbent must be able to focus for long periods of time, multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Incumbent will be required to use a computer, mouse and video display terminal and will be required to sit for long periods of time at a computer screen. Incumbent must develop and maintain cooperative working relationships and display respect for others in all contact opportunities. Incumbent must be flexible and able to handle a multifaceted, developing office environment.

WORK ENVIRONMENT:

Incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent may be required to travel outside of his/her workstation to perform general tasks. Incumbent will be required to travel to any location associated with the Authority and stakeholder locations for meetings, consultations with property owners, or other property related purposes, as needed.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: _____

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor _____

Signature:	Date:
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